

CIRCULATION CLERK

The Circulation Clerk / Shelver is a part-time position. Desirable attributes of this position include fine attention to detail, good interpersonal skills, and the ability to handle busy work periods calmly and patron problems with diplomacy and tact. Duties include:

Circulation:

- Check out and return library materials.
- Register patrons and renew patron cards.
- Answer and route incoming telephone calls.
- Collect overdue fines and other fees.
- Explain library programs and policies to patrons.
- Resolve patron problems if possible, or refer them to the Circulation Librarian.
- Maintain copying machines and assist patrons in their use.
- Help train new desk staff.
- Answer simple reference questions and perform book searches in the absence of the reference librarians.
- Must be able to stand for long periods (up to 4 hours at a time)

Qualifications:

- Knowledge of and/or ability to quickly learn Dewey Decimal system
- Ability to file numerically and alphabetically
- Ability to follow written and oral instructions
- Ability to work without supervision once trained
- The job requires the strength and agility to maneuver heavy book carts, bend and reach, and perform constant lifting of library materials
- Ability to work cooperatively with public and coworkers
- Good interpersonal skills

Essential physical abilities to be accomplished with or without reasonable accommodation:

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.

- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports, and related materials in both electronic and hard copy form.
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations, and to attend Library district, community, and public meetings at various locations.
- Ability to lift up to 40 pounds; push and pull carts weighing up to 200 pounds; bend, stoop and reach shelving from floor level to 6 feet high; and stand or walk for at least 1 hour at a time.
- Tolerance for dust and mold which permits the employee to work with books and other library materials, as well as work in older buildings.

General requirements for all library employees:

- Ability to establish and maintain effective working relationships.
- Commitment to the library's mission and goals.
- Ability to read, write, and speak English.
- Ability to give and receive instructions in English.
- Alpha-numeric recognition skill.
- Ability to exercise good judgment.
- Ability to use basic office equipment: telephone, fax, e-mail, copier.
- Honesty, punctuality, accuracy, ability to maintain confidentiality.
- Ability to pass a criminal background check.
- One-year probationary period.

This is a part-time job with some flexibility in scheduling. All hours worked will be while the library is open to the public.

TO APPLY: Stop by the library and get an application from the front desk.